



## Field Types Explained: Configure User Profile Fields

### Introduction

From the Admin side of the People application, you can [create new user profile fields](#).

These fields can then be chosen to display in different areas of the Intranet or not, depending on your aims.

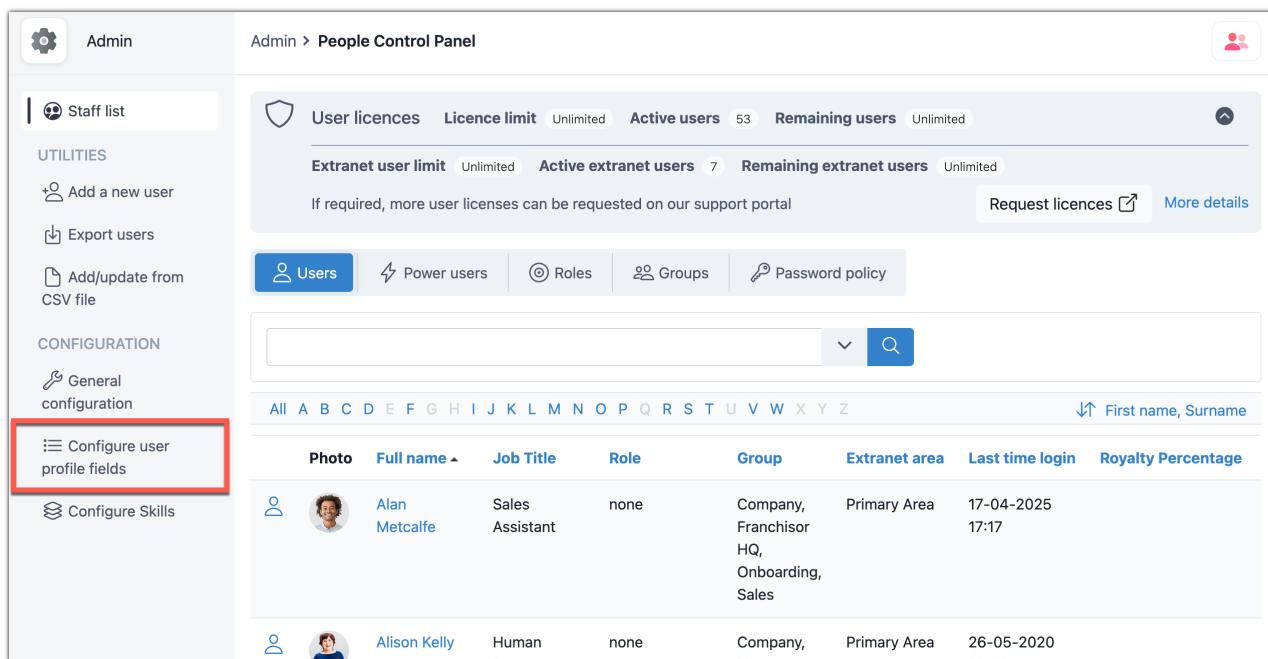
When adding a new user profile field, there are various types available that are appropriate for certain types of data collection.

This guide will run through all types available and give an example of each that can be used to aid you in choosing the appropriate field for the outcome you desire.

**Please note:** You can choose to apply permissions to any of these fields to enable certain users/roles/groups to see them or update them. The ideas given for each field type in this guide are just examples of how they can be used without any permission restrictions. The most appropriate purpose for each, which best suits your company, will be up to you to decide upon and implement. Permissions can be applied to any fields you deem necessary to suit your best practices with employee information.

### Getting started

Head to Applications > Admin > People > Configure user profile fields



The screenshot shows the 'People Control Panel' interface. On the left, a sidebar menu includes 'Staff list' (highlighted with a red box), 'Utilities' (with 'Add a new user' and 'Export users' options), and 'Configuration' (with 'General configuration' and 'Configure user profile fields' options, also highlighted with a red box). The main content area displays user statistics: 'User licences' (Unlimited), 'Active users' (53), 'Remaining users' (Unlimited), 'Extranet user limit' (Unlimited), 'Active extranet users' (7), and 'Remaining extranet users' (Unlimited). Below this, there are tabs for 'Users' (selected), 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar and a dropdown menu for sorting by 'First name, Surname' are also present. A table lists users with columns for Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. Two users are listed: Alan Metcalfe (Sales Assistant, none, Company, Primary Area, 17-04-2025, 17:17) and Alison Kelly (Human Resources, none, Company, Primary Area, 26-05-2020, 15:15).

From this area (image below) you can see all the current user profile fields created in your Intranet (Green box)

You can change which of these appear in other sections of your site using the tabs on the right (Purple box)

Right now, we are going to add a whole new field, so will be clicking on the 'Add new field' button (Red Box)

Admin      Admin > People Control Panel > Configure user profile fields

**All user profile fields**

Title	Key	Type	Special view permissions	Special edit permissions	Action
ID	id	int	No	No	<a href="#">Edit</a>
Account state	intranetuser	varchar	No	No	<a href="#">Edit</a>
Username	username	varchar	No	No	<a href="#">Edit</a>
Password hash	password	varchar	No	No	<a href="#">Edit</a>
First name	firstname	varchar	No	No	<a href="#">Edit</a>
Surname	surname	varchar	No	No	<a href="#">Edit</a>
User code	user_code	varchar	No	No	<a href="#">Edit</a>
Company	company	varchar	No	No	<a href="#">Edit</a>
Job Title	job_title	varchar	No	No	<a href="#">Edit</a>
Email	emailad	varchar	No	No	<a href="#">Edit</a>
Notification method	notification_method	int	No	No	<a href="#">Edit</a>
Extranet area	ex_area_id	int	No	No	<a href="#">Edit</a>
Theme	skin	varchar	No	No	<a href="#">Edit</a>
Language	language	varchar	No	No	<a href="#">Edit</a>

**Change field list and order for**

- [Main users list](#)
- ["View profile" page](#)
- ["Edit My profile" page](#)
- [Advanced search form](#)
- [Users list for people admin](#)
- ["Edit profile" page in admin area](#)

**Permissions**

- [Permissions for viewing fields](#)
- [Permissions for editing fields](#)

## Field Types

From the 'add new field' screen, the type dropdown lists all fields available in Claromentis.

Admin      Admin > People Control Panel > Configure user profile fields > Field properties

Staff list	Title	<input type="text"/>
Utilities	Key	<input type="text"/>
Add a new user	This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"	
Export users	Type	<input checked="" type="button" value="String"/> Long text Integer Checkbox Datetime Date Date (no year) Select (options) Multi-select Reference to document Hyperlink User select Indicator (text and image) File upload Image upload Address
Add/update from CSV file	Show as	<input type="text"/>
Synchronize/Update users from user directory	Default value	<input type="text"/>
Configuration	Display this field on	<input type="text"/>
General configuration		
Configure user profile fields		
Configure Skills		

Depending on the type that is selected different options will be given in the 'show as' field.

This denotes how the field will appear to the user when being filled in.

### Optional aspects to consider if appropriate for your field:

**Default Value** - The information entered here will appear in your field on the front end before a user types anything in. This can be a

helpful guide to show the user what kind of information they should be typing in.

**Repeatable** - Gives the option to add an extra field of the same configuration underneath the first instance on a profile. Up to 5 maximum for most field types. Helpful if you wish to add multiple hyperlinks to a profile, you can do so by repeating the field rather than creating a whole new one.

**Visible even if no value** - If selected, your field will appear in the areas chosen even if nothing has been typed into it.

**Mandatory** - A red asterisk will appear next to this field, and the user must fill it in otherwise they cannot save their profile page. Useful for important information that every user can add to their profile.

**Display this field on** - You can choose any combination of Intranet areas listed that your field is going to show on by ticking the boxes.

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For each field type listed in this guide, there is an accompanying image (click to enlarge)

In each visualisation, the numbers denote:

1. Configuration of the field when in 'add new field area'
2. How the field type appears to the user filing it in on their profile
3. How the field appears on the user profile from the front end

#### **- String**

Used for text based inputs and likely the most commonly used field type on user profiles.

The options for showing this on the front end are as a single line, a small text area or a medium text area.

The one you select will depend on how much information you want/require the user to type into the field.

e.g. Use the string field to allow users to enter their own address.

This likely requires more than one line of data entry so you can set this to display as a medium text field giving the user more room to enter their details.

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title	Address
Key	address_text
This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"	
Type	String
Show as	Medium Textarea
Default value	
<input type="checkbox"/> Repeatable <input checked="" type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory	
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input type="checkbox"/> Users list for people admin <input checked="" type="checkbox"/> Advanced search form
Field visibility	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced No permissions, usual field visible to everyone according to configuration.
<input type="button" value="Save changes"/>	

2

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton,	
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People / Profile



Claromentis Administrator  
System Administrator

 
 
 HR Tool

 Profile  Thanks (0)

 3

**Address** Suites 1 & 2,  
6th Floor Vantage Point,  
New England Rd,  
Brighton,  
BN1 4GW

**Endorsements**  
No endorsements yet

#### - Long text

This field type allows text based input that is best suited to fields that desire longer passages of text as answers.

The 'show as' options here are a small, medium or large text area dependant on how long you wish users responses to be.

e.g. Use the long text field to allow users to freely write about their career details or interests.

1

Admin / People Control Panel / Configure user profile fields / Field properties

**Title** Career details

**Key** usr\_career

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_".

**Type** Long text

**Show as**

- Small Textarea
- Medium Textarea**
- Large Textarea

**Default value**

Repeatable

Visible even if no value

Mandatory

**Display this field on**

- "View profile" page
- "Edit My profile" page
- "Edit profile" page in admin area
- Main users list
- Users list for people admin
- Advanced search form

**Field visibility**

- Standard
- Special
- Advanced

No permissions, usual field visible to everyone according to configuration.

**Save changes**

2

Career details

Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent

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System Administrator



[Email](#) [Profile](#) [LinkedIn](#) [File](#) [HR Tool](#)

**Profile** **Thanks (0)**

<b>Address</b>	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	<b>Endorsements</b>	No endorsements yet
<b>Landline</b>	+44 0800 409 6101	<b>Career details</b>	Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.
<b>Preferred contact method</b>	Email		
<b>LinkedIn</b>	claromentis-ltd		
<b>Twitter</b>	claromentis		

3

This field type allows numerical characters to be entered only.

The sole option for display on the front end is for a single line of text input.

e.g. Use this field type to hold each user's employee number

(You could also use a string type field to achieve this if special characters are required in the employee number and not strictly numerical values)

1 Admin / People Control Panel / Configure user profile fields / Field properties

Title Employee Number

Key employee\_number

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

Type Integer

Show as Text input (single-line)

Default value

Repeatable  
 Visible even if no value  
 Mandatory

Display this field on  "View profile" page  
 "Edit My profile" page  
 "Edit profile" page in admin area  
 Main users list  
 Users list for people admin  
 Advanced search form

Field visibility  Standard  Special  Advanced  
No permissions, usual field visible to everyone according to configuration.

Add new

2 Employee Number\* 856292

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 Profile  Thanks (0)

Employee Number 856292  3

Address Suites 1 & 2,  
6th Floor Vantage Point,  
New England Rd,  
Brighton,  
BN1 4GW

Endorsements  
No endorsements yet

Career details  
Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in

#### - Checkbox

This field type is a box that can be selected (ticked) or deselected (blank) by users in response to what the field name is asking of

them.

A ticked box will appear as a 'yes' on the front end and a deselected box as a 'no'

e.g. Use this field type to promote whether a user is available for weekend work

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title: Available for weekend work?

Key: available\_for\_weekend\_work\_

This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "\_"

Type: Checkbox

Show as: Checkbox

Default value:

Repeatable  
 Visible even if no value  
 Mandatory

Display this field on:  "View profile" page  
 "Edit My profile" page  
 "Edit profile" page in admin area  
 Main users list  
 Users list for people admin  
 Advanced search form

Field visibility:  Standard  Special  Advanced  
No permissions, usual field visible to everyone according to configuration.

Add new

2

Available for weekend work?

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[Profile](#) [Thanks \(0\)](#)

Employee Number	856292	Endorsements	No endorsements yet
Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	Career details	Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.
Landline	+44 0800 409 6101	Available for weekend work?	Yes 
LinkedIn	claromentis-ltd	Twitter	claromentis

3

### - Date time/Date/ Date (no year)

These three fields will all appear as date pickers on the front end, so for this field type, only images 2 & 3 will be given.

The granular configuration of each is slightly different based on what information they will require to be entered.

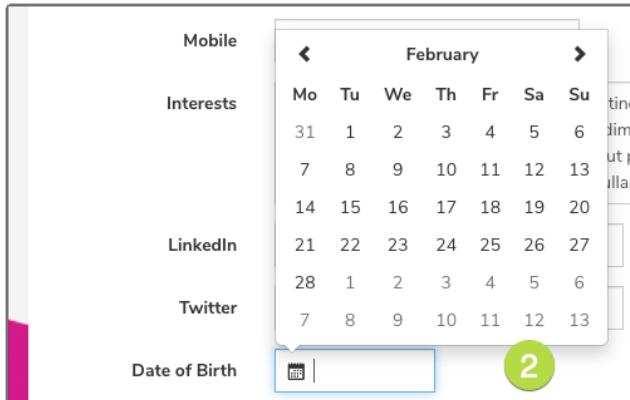
- Date time will ask the user to select a date, but also enter a time, e.g. when a qualification was gained (likely used in conjunction with another field above it)

The screenshot shows a user profile form with several fields. On the left, there are sections for 'Interests' (with placeholder text about ligula, at elementum ligula tincidunt ac. Morbi suscipit fringilla lobortis. Aliquam erat volutpat. Ut vel lorem vel orci iaculis sagittis. Donec tempus est quis ut.), 'LinkedIn' (claromentis-ltd), 'Twitter' (claromentis), and 'Certified date of qualification' (27-11-2019). Below these is a purple 'Update My Profile' button. A date and time picker is open over the 'Certified date of qualification' field. The time dropdown shows 01:00, 01:30, 02:00 (which is highlighted in blue), 02:30, and 03:00. A blue circle with the number '2' is positioned to the right of the time dropdown. A blue circle with the number '3' is positioned to the left of the date input field. The date input field shows '27-11-2019'.

- Date will ask the user to select a date, and the year will also show on the front end, e.g. use this to show a user's start date at the company

The screenshot shows a user profile form with sections for 'Date of Birth' (November 2019 calendar), 'Interests' (placeholder text), 'LinkedIn' (claromentis-ltd), 'Twitter' (claromentis), and 'Date Started' (date input field). A date picker is open over the 'Date Started' field, showing the month of November 2019. The date '21' is selected. A black circle with the number '2' is positioned to the right of the date input field. A black circle with the number '3' is positioned to the left of the date input field. The date input field shows '21 November 2019'.

- Date (no year) offers a date to be selected, but the year will not show on the front end ever, e.g. useful to log users' birthdays but not reveal their age to other users



### - **Select (options)**

This field type allows several answers to be entered in response to the field name prompt.

A user selects one of these, which then appears on the front end.

The 'show as' options are for answers to display in a drop-down or as radio buttons when a user is making their choice.

Regardless of the design option chosen, the answer will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm a user's preferred contact method

1 Admin / People Control Panel / Configure user profile fields / Field properties

Title: Preferred contact method

Key: usr\_pref\_contact

Type: Select (options)

Show as: Select

Values: Call Landline, Call Mobile, Email, In-System Message

Default value:

Display this field on: "View profile" page, "Edit My profile" page, "Edit profile" page in admin area, Main users list, Advanced search form

Field visibility: Standard (selected)

Save changes

2

Date of Birth: -- None --  
Preferred contact method: Call Landline, Call Mobile, **Email**, In-System Message, Skype

Or

Preferred contact method: -- None --, Call Landline, Call Mobile, **Email**, In-System Message, Skype

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Profile Thanks (0)

Employee Number: 856292  
Address: Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW  
Landline: +44 0800 409 6101  
Preferred contact method: Email (3)  
Available for weekend work?: Yes  
LinkedIn: claromentis-ltd  
Twitter: claromentis

Endorsements: No endorsements yet  
Career details: Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.

### - Multi-select (options)

This field type allows several answers to be entered in response to the field name prompt (as with the select field above)

However, with this field type, the user can select multiple responses to appear on the front end.

The 'show as' options are for answers to display in a list (multi-select) or as checkboxes.

Regardless of the design option chosen, the answers will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm which locations a user is available to work at

1

Admin / People Control Panel / Configure user profile fields / Field properties

**Title** Branch locations available to work for

**Key** branch\_locations\_available\_to\_work\_for

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

**Type** Multi-select

**Show as** Multiple Select

**Values**

London
York
Brighton
Crawley

Insert available options, separated by a new line.

**Default value**

Repeatable  
 Visible even if no value  
 Mandatory

**Display this field on**

"View profile" page  
 "Edit My profile" page  
 "Edit profile" page in admin area  
 Main users list  
 Users list for people admin  
 Advanced search form

2

Branch locations available to work for

London
York
Brighton
Crawley
Southend

or

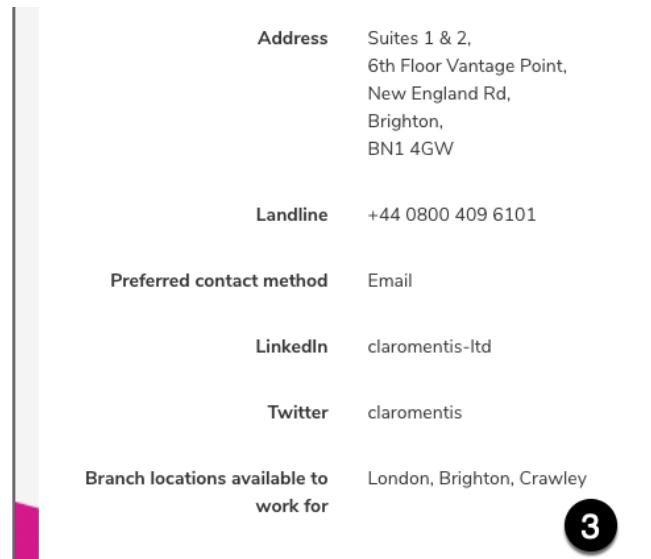
Branch locations available to work for

<input checked="" type="checkbox"/> London
<input type="checkbox"/> York
<input checked="" type="checkbox"/> Brighton
<input checked="" type="checkbox"/> Crawley
<input type="checkbox"/> Southend

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<b>Address</b>	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
<b>Landline</b>	+44 0800 409 6101
<b>Preferred contact method</b>	Email
<b>LinkedIn</b>	claromentis-ltd
<b>Twitter</b>	claromentis
<b>Branch locations available to work for</b>	London, Brighton, Crawley

### **- Reference to document**

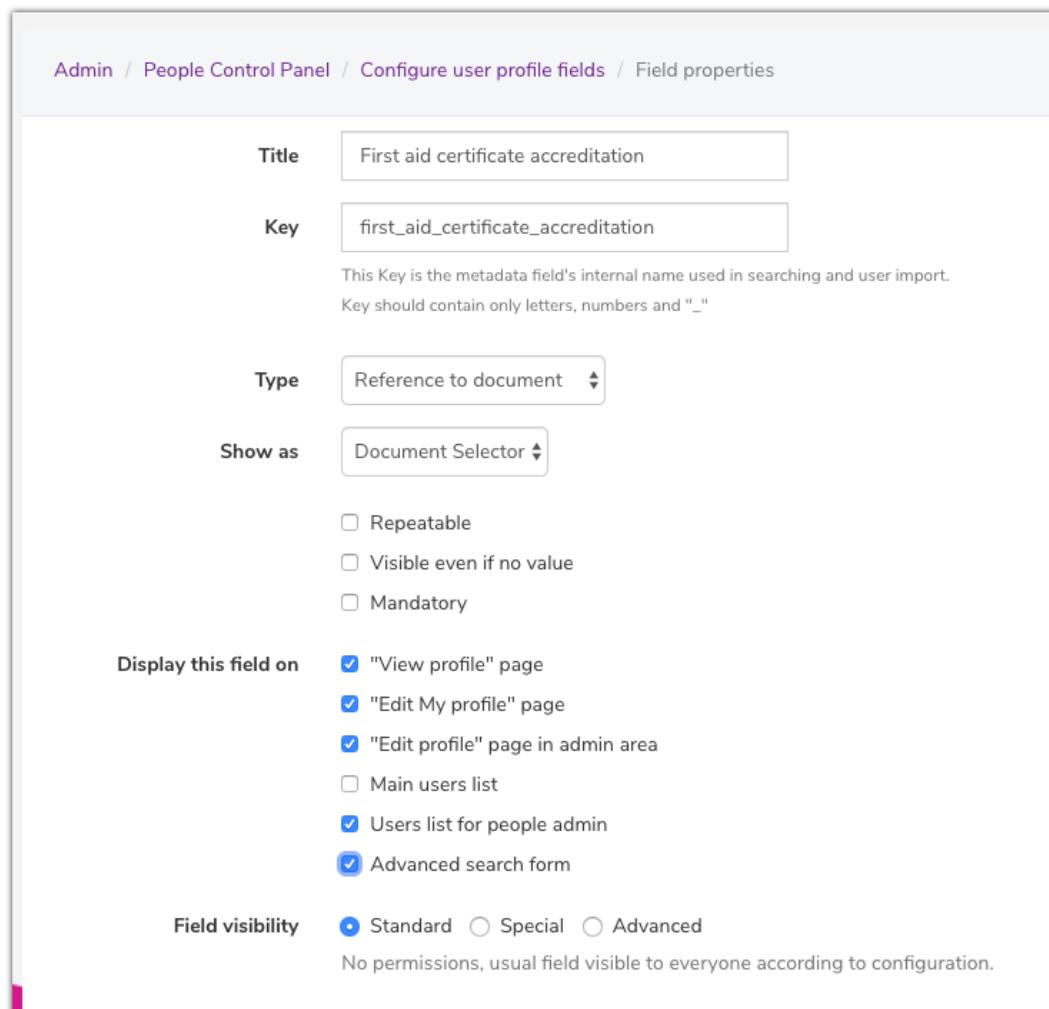
This field type offers a document picker for the user to select a file from the documents application, which appears on their profile.

This only comes in one 'show as' form, which is the picker box.

Once on a user profile from the front end, the blue 'I' when clicked will take the user to the document preview in the application and clicking the title will download the file.

Please note: if users don't have permissions to view the document, it cannot be selected, and any other user visiting the profile won't be able to download/see it without permissions either.

e.g. use this field type to attribute qualifications or certificates to a user's profile



1 Admin / People Control Panel / Configure user profile fields / Field properties

<b>Title</b>	First aid certificate accreditation
<b>Key</b>	first_aid_certificate_accreditation
This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and " _ "	
<b>Type</b>	Reference to document
<b>Show as</b>	Document Selector
<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory	
<b>Display this field on</b>	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input checked="" type="checkbox"/> Users list for people admin <input checked="" type="checkbox"/> Advanced search form
<b>Field visibility</b>	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced
No permissions, usual field visible to everyone according to configuration.	

2

First aid certificate accreditation	<input type="text"/>	<input type="button" value="Select document"/>
-------------------------------------	----------------------	--

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[Profile](#) [Thanks \(0\)](#)

<b>Address</b>	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
<b>Landline</b>	+44 0800 409 6101
<b>Preferred contact method</b>	Email
<b>LinkedIn</b>	claromentis-ltd
<b>Twitter</b>	claromentis
<b>Branch locations available to work for</b>	London, Brighton, Crawley
<b>First aid certificate accreditation</b>	<a href="#">First_aid_cert</a>

3

### - Hyperlink

This field can only be displayed as a hyperlink, which is configured as a custom clickable title set to lead to a desired URL.

Once on a user profile from the front end, the title entered will take the user to the URL when clicked.

e.g. use this field type to allow user portfolios or published online content to be attributed to their profile for other users to engage with

1

Admin / People Control Panel / Configure user profile fields / Field properties

<b>Title</b>	<input type="text" value="Online Portfolio"/>
<b>Key</b>	<input type="text" value="online_portfolio"/>
<small>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"</small>	
<b>Type</b>	<input type="button" value="Hyperlink"/>
<b>Show as</b>	<input type="button" value="Hyperlink"/>
<b>Default value</b>	<input type="text"/>

Repeatable  
 Visible even if no value  
 Mandatory

**Display this field on**
 "View profile" page  
 "Edit My profile" page  
 "Edit profile" page in admin area  
 Main users list  
 Users list for people admin  
 Advanced search form

**Field visibility**
 Standard  Special  Advanced  
 No permissions, usual field visible to everyone according to configuration.

2

Online Portfolio

People / Profile



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System Administrator

[Profile](#)  [Thanks \(0\)](#)

<b>Address</b>	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	<b>Endorsements</b>	No endorsements yet
<b>Landline</b>	+44 0800 409 6101		
<b>Preferred contact method</b>	Email		
<b>LinkedIn</b>	claromentis-ltd		
<b>Twitter</b>	claromentis		
<b>Branch locations available to work for</b>	London, Brighton, Crawley		
<b>Online Portfolio</b>	<a href="#">Marketing Work </a>		

3

#### - User Select

This field can only be displayed as a user picker, which allows another user with an Intranet profile to be selected and displayed.

The picker allows the user to type a name in and make a selection or click 'browse' to open a list and choose from it.

Once on a user profile from the front end, the user name entered becomes a link that leads to their profile.

e.g. use this field type to push an alternative contact for issues the original user cannot take on in their absence or if they cannot currently be reached.

1

**Title** Alternative Contact

**Key** alternative\_contact

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

**Type** User select

**Show as** User picker

Repeatable  
 Visible even if no value  
 Mandatory

**Display this field on**

- "View profile" page
- "Edit My profile" page
- "Edit profile" page in admin area
- Main users list
- Users list for people admin
- Advanced search form

**Field visibility**  Standard  Special  Advanced

No permissions, usual field visible to everyone according to configuration.

[Add new](#)

2

Alternative Contact

Select user ▾

Browse



Claromentis Administrator

System Administrator

[Profile](#)[Thanks \(0\)](#)

**Address** Suites 1 & 2,  
6th Floor Vantage Point,  
New England Rd,  
Brighton,  
BN1 4GW

Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Alternative Contact	Alan Metcalfe 

### **- Indicator (text and image)**

This field type can be used to allow a user to make a selection from 5 options to demonstrate their feeling on the given metric.

Text is accompanied by an image that allows the user to make an informed selection.

e.g. Use this field type for work satisfaction or rate the relationship with a partner/client.

Within Claromentis, there are two default sets of text and images that will work to suit the two aims above, with images of smileys and stars, respectively.

The 'show as' options are as a select field or radio buttons.

Using radio buttons will ensure the image is displayed next to each option, whereas select is only text-based.

You can use the text given below to enter into the 'values' field for:

#### **Smileys**

Poor,/images/satisfaction/poor.png

Low,/images/satisfaction/low.png

Medium,/images/satisfaction/med.png

High,/images/satisfaction/high.png

Max,/images/satisfaction/max.png

#### **Stars**

one,/images/star/1.png

two,/images/star/2.png

three,/images/star/3.png

four,/images/star/4.png

five,/images/star/5.png

1 Admin / People Control Panel / Configure user profile fields / Field properties

Title	Work Satisfaction
Key	work_satisfaction
This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"	
Type	Indicator (text and image) <input type="button" value="▼"/>
Show as	Radiobuttons <input type="button" value="▼"/>
Values	Poor./images/satisfaction/poor.png Low./images/satisfaction/low.png Medium./images/satisfaction/med.png High./images/satisfaction/high.png
Insert available options, separated by a new line. Each option contains a text value and image URL after comma. For example: "Red./images/default/red.gif"	
Click here to modify select values, also updating objects with a value already set.	
Default value	<input type="button" value=""/>
<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory	
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input type="checkbox"/> Users list for people admin <input type="checkbox"/> Advanced search form



People / Profile



Claromentis Administrator  
System Administrator

[Profile](#) [Thanks \(0\)](#)

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Rating	 <b>3</b>

### - File Upload

This field type can be used to allow users to attribute documents to their profile that are uploaded from their personal computer (rather than those held in the intranet's document application, like the 'reference document' field type requires)

This appears as a file upload field and a clickable link on the user profile from the front end.

The document will be downloaded when its title is clicked.

e.g. use this field type to allow users to attribute a bio they have written about themselves

1 Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

Type

Show as

Repeatable  
 Visible even if no value  
 Mandatory

Display this field on

- "View profile" page
- "Edit My profile" page
- "Edit profile" page in admin area
- Main users list
- Users list for people admin
- Advanced search form

Field visibility  Standard  Special  Advanced

No permissions, usual field visible to everyone according to configuration.

2

Bio

People / Profile



**Claromentis Administrator**  
System Administrator

---

Profile  Thanks (0)

---

<b>Address</b>	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	<b>Endorsements</b>	No endorsements yet
<b>Landline</b>	+44 0800 409 6101		
<b>Preferred contact method</b>	Email		
<b>LinkedIn</b>	claromentis-ltd		
<b>Twitter</b>	claromentis		
<b>Bio</b>	<a href="#">About Me.docx</a>	<b>3</b>	

- **Image upload**

This field type allows an image from the user's personal computer or one stored in the documents application to display on their profile.

e.g use this field to allow users to upload images of their pets, families, sports clubs they are a part of or a favourite work-related image

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title My furry friend

Key my\_furry\_friend

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

Type Image upload

Show as Image upload control

- Repeatable
- Visible even if no value
- Mandatory

Display this field on

- "View profile" page
- "Edit My profile" page
- "Edit profile" page in admin area
- Main users list
- Users list for people admin
- Advanced search form

Field visibility  Standard  Special  Advanced

No permissions, usual field visible to everyone according to configuration.

2

My furry friend

Upload image

Claromentis Administrator

System Administrator



HR Tool

Profile

Thanks (0)

Address Suites 1 & 2,  
6th Floor Vantage Point,  
New England Rd,  
Brighton,  
BN1 4GW

Endorsements

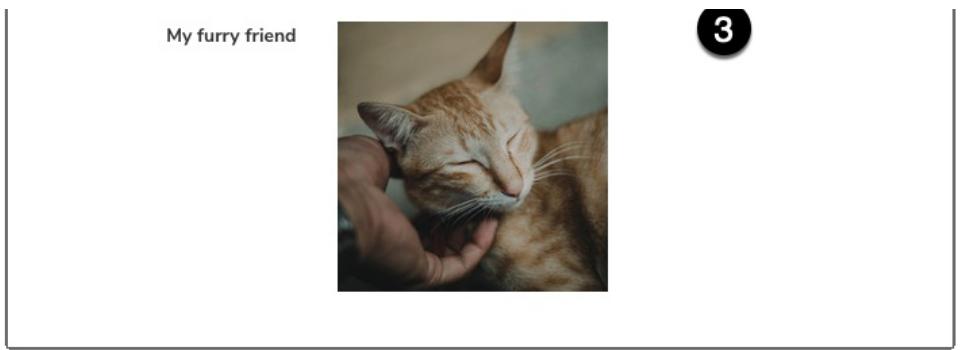
No endorsements yet

Landline +44 0800 409 6101

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis



### - Address

This field type separates each part of an address (town/city, state/county, postcode/ZIP, country) into fields, which is called the 'show as' address input format.

This is an alternative field to use for addresses specifically.

You can use a string type field to allow addresses to be entered by users, as outlined earlier in this guide.

e.g. Use this field for a user's home address (rather than using a string field) or to add business address

1 Admin / People Control Panel / Configure user profile fields / Field properties

Title	Address
Key	address
This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"	
Type	Address
Show as	Address input
Default value	
<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory	
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input type="checkbox"/> Users list for people admin <input type="checkbox"/> Advanced search form
Field visibility	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced No permissions, usual field visible to everyone according to configuration.

2

Address	Address Line 1
	Address Line 2
	Town/City
	County/State/Province

Postcode/ZIP

Country

People / Profile



## Claromentis Administrator

System Administrator



[Profile](#)

[Thanks \(0\)](#)

**Landline** +44 0800 409 6101

**Endorsements**

No endorsements yet

**Preferred contact method** Email

**LinkedIn** claromentis-ltd

**Twitter** claromentis

**Address** 123, Fake Street  
Brighton  
BN1 XXX  
England

3

Created on 20 January 2026 by [Hannah Door](#)

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